



YOUTH COMMUNITY CORRECTIONS BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: YCC 10-1	Subject: ACCESS TO STATE PERSONNEL POLICIES AND PROCEDURES	
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Applicable ACA Standards: 2-7027, 3-JCRF-1C-02	Revision Date: 05-24-10	
Signature: /s/ Karen Duncan	Effective Date: 04-10-09	
Signature: /s/ Steve Gibson		

I. BUREAU DIRECTIVE:

It is the policy of the Youth Community Corrections (YCC) Bureau to have ready access to governing personnel policies and procedures for all YCC staff. The [Department of Corrections \(DOC\) Policies](#) referenced, and the [Montana Operating Manual \(MOM\)](#) sections referenced will be reviewed annually. This procedure will be reviewed annually and updated as needed.

II. DEFINITIONS:

None

III. PROCEDURE:

- A. Information regarding organizations can be found in [DOC 1.1.3, Organization and Responsibility](#).
- B. Information related to recruitment and affirmative action policies and procedures is available in [DOC 1.3.4, Employee Selection Guidelines](#).
- C. Information related to employment practices and procedures, and in-service training is available in [YCC 1.4.1, Staff Development and Training](#).
- D. Information related to promotions can be found in [DOC 1.3.6, Broadband Pay Plan](#).
- E. Information related to job qualifications, descriptions, and responsibilities is available in [DOC 1.3.4, Employee Selection Guidelines](#).
- F. Information regarding Grievance Procedures can be found in [MOM 3-0125](#). For members of the Local #4464, information can be found in the bargaining agreement.
- G. Information regarding employee evaluations is available in [DOC 1.3.45, Performance Appraisals](#).
- H. Information related to personnel records can be found in [DOC 1.3.5, Employee Privacy and Record Keeping](#). For members of the Local #4464, information can be found in the bargaining agreement.

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- I. Information related to benefits, holidays, leave, and work hours can be found in the following MOM Policies:
 1. Benefits
 - a. Holidays - [MOM 3-0325](#)
 - b. Leave
 - i. Annual Vacation Leave - [MOM 3-0305](#)
 - ii. Disability and Maternity Leave - [MOM 3-0315](#)
 - iii. Disaster and Emergency Leave - [MOM 3-0320](#)
 - iv. Family and Medical Leave (FMLA) - [MOM 3-0309](#)
 - v. Jury Duty and Witness Leave - [MOM 3-0322](#)
 - vi. Leave of Absence Without Pay - [MOM 3-0330](#)
 - vii. Parental Leave - [MOM 3-0312](#)
 - c. Montana Voluntary Employees Beneficiary Association (VEBA) Health Reimbursement Account (HRA) - [MOM 3-0565](#)
 - d. Exempt Compensatory Time - [MOM 3-0211](#)
 - e. Overtime and Nonexempt Compensatory Time - [MOM 3-0210](#)
 - f. State Employee Group Insurance Program - [MOM 3-0560](#)
 - g. State Government Voluntary Employees Beneficiary Association (VEBA) Health Reimbursement Account (HRA) - [MOM 3-0570](#)
 - h. Telework - [MOM 3-0175](#)
 2. Work Hours - [MOM 3-0210](#) Section 2.21.1703
- J. Information regarding the basis for determining salaries can be found in [DOC 1.3.6, Broadband Pay Plan](#).
- K. Disciplinary procedures can be found in [MOM 3-0130](#)
- L. Information regarding resignations and terminations can be found in [DOC 1.3.22, Exit Interviews and Employee Satisfaction](#).
- M. Information regarding staff - youth relationships is available in [YCC 1.3.12, Staff Conduct with Current and Discharged Offenders](#).
- N. Information regarding Sexual Harassment is available in [DOC 1.3.20, Nondiscrimination and Sexual Harassment](#).
- O. Information regarding Equal Employment Opportunity provisions is available in [DOC 1.3.4, Employee Selection Guidelines](#).

IV. CLOSING:

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Questions concerning this procedure shall be addressed to the Department of Corrections Human Resources Bureau.

V. REFERENCES:

<u>MOM 3-0125</u>	<u>Grievances</u>
<u>MOM 3-0175</u>	<u>Telework</u>
<u>MOM 3-0130</u>	<u>Discipline</u>
<u>MOM 3-0210</u>	<u>Overtime and Nonexempt Compensatory Time</u>
<u>MOM 3-0211</u>	<u>Exempt Compensatory Time</u>
<u>MOM 3-0305</u>	<u>Annual Vacation Leave</u>
<u>MOM 3-0309</u>	<u>Family and Medical Leave (FMLA)</u>
<u>MOM 3-0312</u>	<u>Parental Leave</u>
<u>MOM 3-0315</u>	<u>Disability and Maternity Leave</u>
<u>MOM 3-0320</u>	<u>Disaster and Emergency Leave</u>
<u>MOM 3-0322</u>	<u>Jury Duty and Witness Leave</u>
<u>MOM 3-0325</u>	<u>Holidays</u>
<u>MOM 3-0330</u>	<u>Leave of Absence Without Pay</u>
<u>MOM 3-0560</u>	<u>State Employee Group Insurance Program</u>
<u>MOM 3-0565</u>	<u>Montana VEBA HRA</u>
<u>MOM 3-0570</u>	<u>State Government VEBA HR</u>
<u>DOC 1.1.3</u>	<u>Organization and Responsibility</u>
<u>DOC 1.3.4</u>	<u>Employee Selection Guidelines</u>
<u>DOC 1.3.5</u>	<u>Employee Privacy and Record Keeping</u>
<u>DOC 1.3.6</u>	<u>Broadband Pay Plan</u>
<u>DOC 1.3.22</u>	<u>Exit Interviews and Employee Satisfaction</u>
<u>DOC 1.3.45</u>	<u>Performance Appraisals</u>
<u>YCC 1.3.12</u>	<u>Staff Conduct with Current and Discharged Offenders</u>
<u>YCC 1.4.1</u>	<u>Staff Development and Training</u>

VI. ATTACHMENTS:

None